

COUNCIL POLICY MANUAL - TABLE OF CONTENTS

April 26, 2004

Reference List of Repealed Titles for Policy Numbers not in use at this time is contained in Appendix A. Untitled Policy Numbers are available for reassignment. Availability of all Policy Numbers are to be verified with the City Clerk's Office. Call (619) 533-4013 for verification.

POLICY NUMBER	POLICY TITLE	RESPONSIBLE DEPARTMENT
000	ADMINISTRATION AND GOVERNMENT	
000-01	Council Policy Manual	City Clerk
000-02	Budget Process	Financial Management
000-03	People with Disabilities	Community Services
000-04	Code of Ethics and Ethics Training	City Clerk
000-05	Coordination of Special City Council Meeting	City Clerk
000-06	Reconsideration of Closed Hearings	City Clerk
000-07	General Regulatory Legislation	Financial Management
000-08	Travel by City Personnel	Financial Management
000-09	Claims Against the City	Risk Management
000-10	Use of the Council Chambers, Council Conference Room and Council Committee Room	City Clerk
000-11	Appeals from Decision of the Police Chief Relative to Police- Regulated Businesses	City Manager
000-12	Racial Discrimination	City Manager
000-13	Procedure for Mayor and Council Appointments	Mayor
000-14	Sister City Program Travel By Council Members	Mayor
000-15	Complaints Alleging Misconduct on the Part of City Employee or Officer	Citizens Assistance

000-16	Open Meetings	City Clerk
000-17	Furnishing Back-up Material for Council Docket	City Clerk
000-18	Sister City Program	Mayor
000-19	Legislative Policy Guidelines	Mayor
000-20	Annual Council Programming	Financial Management
000-21	Submission of Ballot Proposals	City Clerk
000-22	Routing Procedures for Communication Items	City Clerk
000-23	(Available for reassignment)	
000-24	Citizens' Complaints Regarding Municipal Code Violations	City Attorney
000-25	Records Management Program	City Clerk
000-26	City Funds Commission Reports	City Attorney
000-27	"In Town Reimbursable Expense" & "Out-of-Town Travel Procedures"	City Attorney
000-28	Expenses for Executive & Managerial Recruitment	Financial Management
000-29	Hearing Procedures for Protests of Contract Selection or Non-Responsibility Designation	Engineering
000-30	Competition Program	Financial Management
000-31 thru 000-39	(Available for reassignment)	
000-40	Marketing Partnership Program	City Manager
000-41	Product Endorsement	City Manager
000-42 thru 000-49	(Available for reassignment)	
000-50	Emergency Response Plan for the Homeless	City Manager
000-51	Comprehensive Homeless Policy	City Manager

100-01	Joint Purchasing	Purchasing
100-02	City Receipt of Donations	City Manager
100-03	Transient Occupancy Tax	Financial Management
100-04	Americans with Disabilities Act Compliance/City Contractors	City Manager
100-05	Fees - Public Notification	Financial Management
100-06	City Support for Special Events	PS&NS Committee
100-07	Library Matching Materials Fund	Library
100-08	Library Matching Equipment Fund	Library
100-09	Use of Urban Development Action Grant (UDAG) Revenue	Real Estate Assets
100-10	Local Vendor Preference	Purchasing
100-11	Refund and Relief Policy When Permits or Approvals Are Issued In Error	City Manager
100-12	Industrial Development Bond Program	Purchasing
100-13	Procurement Limitations Adjustments Based on the Consumer Price Index	Financial Management
100-14	Procurement Policy: Recycled Products	Purchasing
100-15	"Official City Advertising"	City Attorney
100-16	Procurement of Products and Services from California's Prison Industry Authority (PIA)	Purchasing
100-17	Drug-Free Work Place/City Contractors	Purchasing
100-18	Parking Meter Revenue Allocation & Expenditure Policy	Community & Economic Development
100-19	Annual Appropriation for Library Operations and Maintenance	City Council
100-20	General Fund Reserve Level	Financial Management
200	MAINTENANCE AND OPERATION	
200-01	Distribution of Street Improvement Costs	Engineering
200-02	Gas Tax Fund - Use of	Engineering

200-03	Financing Street Improvements in Older Urbanized Areas	Engineering
200-04	Installation or Removal of Time Limit Parking Zones & Parking Meter Zones	Engineering
200-05	Planting of Trees on City Streets	Park & Recreation
200-06	Criteria for Installation of Traffic Signals	Engineering
200-07	Comprehensive Pedestrian Crossing Policy	Engineering
200-08	Criteria for the Installation of Stop Signs	Engineering
200-09	Street Tree Plan - Central Business District	Park & Recreation
200-10	Community Identification Signs	Engineering
200-11	Criteria for Designation of Through Streets	Engineering
200-12	Sidewalk Maintenance Policy	Transportation
200-13	Maintenance of Public Facilities- Building	Transportation
200-14	Park and Recreation Facility Landscape Design	Park & Recreation
200-15	Valet Parking & Passenger Loading Zone Policy	City Attorney
200-16	Audible Pedestrian Traffic Signals for the Blind Intersection Evaluation Procedure	Engineering
200-17	Alternative Fuels	Transportation
200-18	Mid-Block Street Light Policy for Developed Areas	Engineering
200-19	Use Of City Vehicles By City Employees	Risk Management
200-20	Solid Waste & Recycling Facilities Siting and Expansion Policy	Environmental Services
300	PERSONNEL	
300-01	Utilization of Volunteers	
300-02	Employee Overtime	City Manager

300-03	(Available for reassignment)	
300-04	Annual Salary Review of Positions with Salaries Established by Council	City Manager
300-05	(Available for reassignment)	
300-06	Employee-Employer Relations	City Manager
300-07	Consultant Services Selection	Engineering
300-08	Procedure for Confirmation of Appointment of Chief of Police	City Manager
300-09	City Liability for Employee Participation in Off-Duty Events	Risk Management
300-10	Equal Opportunity	Personnel
300-11	City Contract Provisions with Respect to Hiring City Employees	Mayor
300-12	Child Care	Community Services
400	UTILITIES - WATER AND SEWERAGE	
400-01	Service of Water Outside of Political Boundaries	Water
400-02	Biosolids Beneficial Use	Metro Wastewater
400-03	Self-Sustaining Reservoir Recreation Program	Water
400-04	Emergency Storage of Water	Water
400-05	(Available for reassignment)	
400-06	Replacement, Betterment and Expansion of Water and Sewer Facilities in Previously Developed Areas	Water
400-07	Reimbursement Financing of Water & Sewer Facilities in Undeveloped Areas	Water
400-08	Metropolitan Sewerage System: Addition of Later Participating Agencies	Water
400-09	Action Plan for City's Future Water Supply	Water
400-10	Claims Related to Water Main Breaks and Sewer Backups	Water

400-11	Action Plan for Implementation of Water Conservation Techniques	Water
400-12	Implementation of Water Reclamation/Reuse	Water
400-13	Planning for Management of Sewer Facilities Located in Canyons and Other Environmentally Sensitive Lands	
400-14	Planning for Redirection of Sewage Discharge Away from Canyons and Other Environmentally Sensitive Lands	
500	PUBLIC SAFETY AND LAW ENFORCEMENT	
500-01	Addition of Sworn Police Officers	Financial Management
500-02	Taxicab Permits	Financial Management
500-03	Tow Trucks - Police Requested	Purchasing
500-04	(Available for reassignment)	
500-05	(Available for reassignment)	
500-06	Regulation of Fireworks Displays	City Council
500-07	The Use of Proposition 172 (Local Public Safety Protection and Improvement Act of 1993) Funds	City Manager
500-08	Disabled Persons Parking Zones on City Streets	Transportation
600	PLANNING AND ZONING	
600-01	Annexations by City	Engineering
600-02	Rezoning - Dedications and Improvements	Engineering
600-03	Coastal Housing Program	Community & Economic Development
600-04	Standards for Rights-of-Way and Improvements Installed Therein	Engineering
600-05	Community Plans	Community & Economic Development
600-06	Community Plans, Implementation of Adopted Plans: Rezoning	Community & Economic Development

600-07	General Plan Amendment Procedure	Community & Economic Development
600-08	Underground Conversion of Utility Lines by Utility Company	Engineering
600-09	Community Planners Committee	Community & Economic Development
600-10	Adequacy of Public Services in Connection with Development Proposals	Engineering
600-11	Credit for Park and Recreation Facilities Provided by Subdivisions	Park & Recreation
600-12	Street Names	Engineering
600-13	The San Diego Housing Trust Fund	Housing Commission
600-14	Development Within Areas of Special Flood Hazard	Engineering
600-15	Street Vacations and Easement Abandonments	Engineering
600-16	Major Structures Spanning Public Rights of Way	Engineering
600-17	Park Funding - Non-Residential Development	Engineering
600-18	Residential/Commercial/Industrial Development	Community & Economic Development
600-19	Fostering of Balanced Community Development for the City of San Diego	Community & Economic Development
600-20	Open Housing	Engineering
600-21	Subdivision Agreements	Engineering
600-22	Availability of Schools Attachment to 600-22 (Map)	Community & Economic Development
600-23	Open Space Preservation and Maintenance	Park & Recreation
600-24	Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups	Community & Economic Development
600-25	Underground Conversion of Utility Lines at Developer Expense	Engineering

600-26	Policy to Encourage Temporary Agricultural Activities on Properties Not Designated for Agriculture	Real Estate Assets
600-27	Low and Moderate Income Affordable Housing Project Permit Processing	Engineering
600-28	Requirements for Development Approval in Planned Urbanizing Areas	Community & Economic Development
600-29	Maintenance of Future Urbanizing Area as an Urban Reserve	LU&H Committee
600-30	General Plan Amendments to Shift Land From Future Urbanizing to Planned Urbanizing Area	LU&H Committee
600-31	Open Space Acquisition Through Donation or Assessment District Proceedings	Park & Recreation
600-32	Standards for Centre City Streets, Enhance Pedestrian Orientation & Access, Mass Transit & Alternative Transportation Options Other Than The Automobile	LU&H Committee
600-33	(Available for reassignment)	
600-34	Transit Planning & Development	Community & Economic Development
600-35	Processing of Community Plan Amendments	Park & Recreation
600-36	Requirements for Annual Adjustment of Facilities Benefit Assessments and Prepayment of Assessments	City Attorney
600-37	Development Agreements	Community & Economic Development
600-38	Panhandle Lots and Access Easements	Community & Economic Development
600-39	Land Guidance	Community & Economic Development
600-40	Preparation of Long Range Plans	Community & Economic Development
600-41	(Available for reassignment)	
600-42	Limited and Controlled Access Development (Gated Communities)	Community & Economic Development

600-43	City of San Diego Telecommunication Antenna Policy	
600-44	Placement of Wire Communications in Sewer and Storm Water Pipes	MWWD
700	PROPERTY, LAND RIGHTS-OF-WAY	
700-01	Sales to Other Government Agencies	Purchasing
700-02	Community Development Block Grant Program (CDBG)	PS&NS Committee
700-03	Use of City-Owned Land by Youth Sports Organizations	Park & Recreation
700-04	Balboa Park Uses and Occupancy	Park & Recreation
700-05	Horton Plaza - Use of	Park & Recreation
700-06	Encroachments on City Property	Neighborhood Code Compliance
700-07	Park Development by Non-City Funds	Park & Recreation
700-08	Mission Bay Park Policies	Park & Recreation
700-09	Retired Senior Volunteer Patrol (RSVP)	City Council
700-10	Disposition of City-Owned Real Property	Real Estate Assets
700-11	Political Activities by Subsidized Lessees of City Properties	Real Estate Assets
700-12	Disposition of City Property to Non-Profit Organizations	Real Estate Assets
700-13	Capital Improvements Program for Park and Recreation Facilities	Park & Recreation
700-14	Management of City-owned Properties Within the Focused Planning Area of the San Dieguito River Park	Real Estate Assets
700-15	Airport Policy	Real Estate Assets
700-16	Off-street Vehicle Parking Districts	Engineering
700-17	Policy on Dedication and Designation Park Lands	Park & Recreation
700-18	Underground Structures Within the Right of Way	Engineering

700-19	City Participation in Construction of Buildings for Cultural Institutions	Financial Management
700-20	San Diego Port Policy	Mayor
700-21	San Diego Stadium Rentals	Real Estate Assets
700-22	San Diego Stadium Directors' Area	Real Estate Assets
700-23	(Available for reassignment)	
700-24	Balboa Park Architectural Standards	Park & Recreation
700-25	(Available for reassignment)	
700-26	Deed Acceptances	Real Estate Assets
700-27	(Available for reassignment)	
700-28	Community Antenna Television (CATV) Franchises	Real Estate Assets
700-29	(Available for reassignment)	
700-30	(Available for reassignment)	
700-31	(Available for reassignment)	
700-32	Acquisition of Real Property Interests	Real Estate Assets
700-33	(Available for reassignment)	
700-34	Vest Pocket Park Development	Park & Recreation
700-35	City Development of School Sites for Park Purposes	Park & Recreation
700-36	Decoration of Public Structures by Private Citizens	Park & Recreation
700-37	City Use of Cable Television	Citizens Assistance
700-38	(Available for reassignment)	
700-39	(Available for reassignment)	
700-40	Operation of San Diego Stadium	City Manager
700-41	Use of the RFP Process for Lease of City-Owned Land	Real Estate Assets
700-42	Recreation Councils	Park & Recreation
700-43	(Available for reassignment)	

700-44	Council Policy Flood Control Measures	City Manager
700-45	(Available for reassignment)	
700-46	Mills Act Agreements for Preservation of Historic Property	Community & Economic Development
800	ENGINEERING, CONTRACTING, CONSTRUCTION	
800-01	Installation of Pedestrian Separation Structure	Engineering
800-02	(Available for reassignment)	
800-03	Public Infrastructure Financing Assessment Districts & Community Facilities	Engineering
800-04	Drainage Facilities	Engineering
800-05	Median Openings	Engineering
800-06	Capital Improvements Programming	Financial Management
800-07	Public Restroom Facilities	Engineering
800-08	Construction Contract Bonds	Purchasing
800-09	Assessment Deferral Program	Engineering
800-10	Subdivision Improvements - Use of Lien Agreements	Engineering
800-11	Partial Release of Performance Bonds & Other Types of Sureties	Engineering
800-12	Accelerated Turnkey Development by Private Parties of Public Facilities	Engineering
800-13	Technical Requirements for the Transportation Demand Management Ordinance	Transportation Demand Management
900	GENERAL	
900-01	Economic Development	Real Estate Assets
900-02	Energy Conservation and Management	Environmental Servs
900-03	Management & Marketing of City-Owned Industrial Property	Real Estate Assets
900-04	Industrial Development	Real Estate Assets

900-05	The City of San Diego Health Facility Revenue Bond Law: Requirement of Insurance Under Municipal Code Section 47.0205	City Council
900-06	Solid Waste Recycling	PS&NS Committee
900-07	Business Improvement Districts	Real Estate Assets
900-08	Code Enforcement Impact Analysis	City Manager
900-09	Community Reinvestment	Real Estate Assets
900-10	Comprehensive Code Enforcement Policy	City Manager
900-11	Inclusion of Public Art in Selected Capital Improvements Program and Redevelopment Agency Projects	Arts & Culture
900-12	Business and Industry Incentive Program	Community & Economic Development
900-13	Telecommunications	City Manager
900-14	Sustainable Building Practices (Green Building) for Public and Private Projects	Environmental Servs
900-15	Small Business Enhancement Program (SBEP)	Community & Economic Development
900-16	(Available for reassignment)	
900-17	Storefront Improvement Program	Community & Economic Development
900-18	Purchase of Energy Efficient Products	Environmental Servs